



CalOMS Treatment Data Collection Guide

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Audience

- **County Administrators**
- **Providers**
- **Treatment Counselors**
- **Data Entry Staff**



Data Collection Guide Contents

- **Transaction Information**
 - **Type of Form (e.g. admission)**
 - **Provider No Activity**
- **Alternative Values**
- **Data Collection**
 - **Admission**
 - **Annual Update**
 - **Discharge**
- **Appendices**



Alternative Values

- **99900 – Client Declined to State**
- **99901 – Not Sure/Don't Know**
- **99902 – Not Applicable**
- **99903 – Other**
- **99904 – Client Unable to Answer**

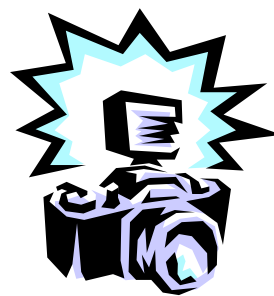


Ask every CalOMS question
of each client at...

Admission



**Annual
Update**



Discharge





Use the Wording in the Guide

- **Ask each question the way it is worded in the guide.**
- **“Have you been tested for HIV?”**
 - **Did the client get tested between admission and discharge?**
- **“Did you receive the test results?”**
 - **If tested, did the client obtain his/her results?**



Primary Drug Frequency

- **Ask: “how many days in the past 30 days did you use your primary drug?”**
- **Enter a number between 0 and 30**
- **0 is allowable (for drug frequency) at any data collection point**



County Paying for Services and Special Services Contracts

- **Special Services Contract?**

Yes:

1. Enter paying county's code in the **County Paying for Services field**.
2. Enter the contract number in the **Special Services Contract field**.

No:

Enter paying county's code in the **County Paying for Services field** if the paying county is different than the county in which the services are provided.



Field Edits

- **Use of 99904**
- **Administrative Discharge**
- **Primary/Secondary Drug Fields**



99904: Client Unable to Answer

- **This value allowable only for detox patients or developmentally disabled individuals**
- **The record will be rejected if used under other circumstances in any field within a record**



Administrative Discharges

- **Discharge status field contains 4, 6, 7, or 8**
- **Limited set of elements required**
- **Only circumstance where primary drug may be “not sure/ don’t know” (99901)**



Edits in the Drug Fields

- **0, or “none,” is not allowable for primary drug code at admission**
- **99901, or “not sure/don’t know” is only allowable for administrative discharges**
- **If drug code = 3, 4, 6, 7, 11, 12, 13, 16, 17, 18, 20, or 99903, then drug name must contain a specific drug name**
- **Check for consistency with route of administration**



Pre-Filling CalOMS Fields

- **Strongly advise against pre-filling any fields**
- **Appendix F contains a list of fields which could be pre-filled for annual update and discharge records ONLY**



Contact Information

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